

**Entering/Adjusting Manual Encumbrances**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Entering/Adjusting Manual Encumbrances

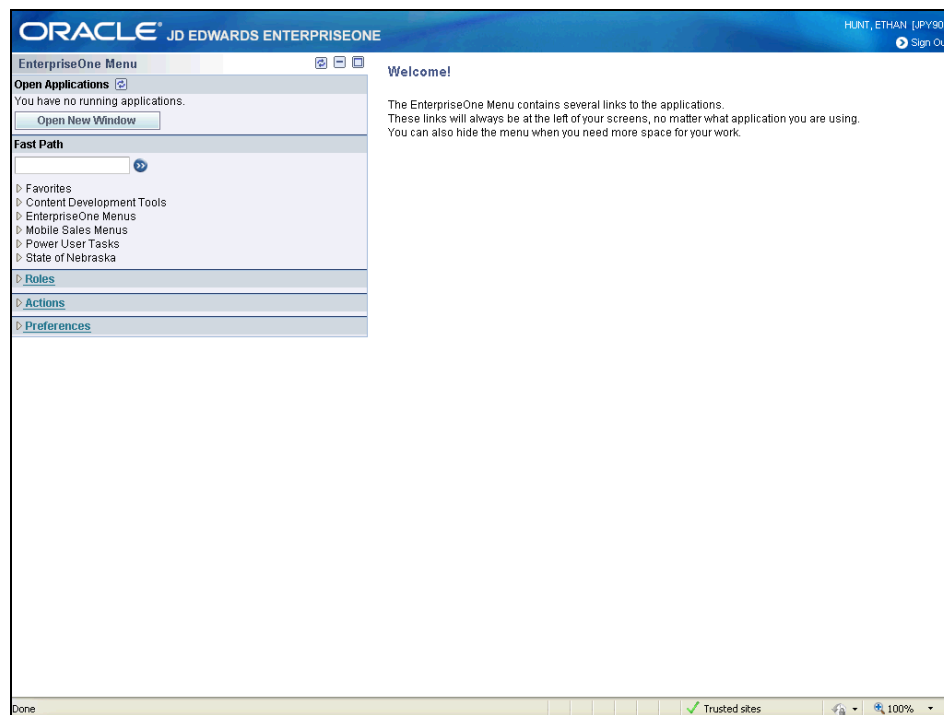
### Entering/Adjusting Manual Encumbrances Overview

You can create and make adjustments to manual encumbrances. Once they are created, the journal entries will need to be reviewed, approved and posted similar to the General Accounting process.

### Enter/Adjust Manual Encumbrances Lesson

#### Procedure

In this lesson you will learn how to enter/adjust manual encumbrances.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Budget</b> link. <u>Budget</u>
3.	Click the <b>Enter/Adjust Manual Encumbrances</b> link. <u>Enter/Adjust Manual Encumbrances</u>
4.	Click the <b>Enter/Adjust Manual Encumbrances</b> link. <u>Enter/Adjust Manual Encumbrances</u>

# Training Guide

## Entering/Adjusting Manual Encumbrances

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Enter/Adjust Manual Encumbrances - Work With Journal Entries

Select Find Add Copy Delete Close Row Report Tools

Batch Number Batch Type Document Type Models

No records found. Customize Grid

	Document Type	Document Number	Doc Id	G/L Date	P N	Explanation	Ledger Type	Reverse or Void	Refer
									1

Done Trusted sites 100%

Step	Action
5.	Click the <b>Add</b> button. 

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Enter/Adjust Manual Encumbrances - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number 1993505 Model Percent Reverse

Doc Type/No/Co G/L Date

Explanation Ledger Type PB

Records 1 - 1 Customize Grid

	Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark

Remaining Amount

Done Trusted sites 100%

Step	Action
6.	Click in the third field <b>Doc Type/No/Co</b> fields. <input type="text"/>
7.	Enter the fund number into the third <b>Doc Type/No/Co</b> fields.
8.	Enter J9 in the first field of the <b>Doc Type/No/Co</b> fields if this is a prior year obligation.
9.	Press <b>[Tab]</b> .
10.	Enter the current date into the <b>G/L Date</b> field.
11.	Click in the <b>Explanation</b> field.
12.	Enter the explanation into the <b>Explanation</b> field.
13.	Change the <b>Ledger Type</b> field if necessary. It defaults to " <b>PB</b> ".
14.	Click in the <b>Account Number</b> field. <input type="text"/>
15.	Enter the account number into the <b>Account Number</b> field.
16.	Press <b>[Tab]</b> .
17.	Type debit or credit dollar amount, as needed, into the <b>Amount</b> field.
18.	The <b>Subledger Type</b> and <b>Subledger</b> fields are optional.

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Enter/Adjust Manual Encumbrances - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number 1993505

Doc Type/No/Co J9 10000

G/L Date 12/24/2009

Explanation \* TRAINING EXAMPLE

Ledger Type PB

Model Percent Reverse

Records 1 - 2

Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
65025009.471100	150	SALE OF SERVICES				

Remaining Amount

Step	Action
19.	Press the <b>down arrow</b> key on your keyboard and enter additional lines as necessary.

# Training Guide

## Entering/Adjusting Manual Encumbrances

Step	Action
20.	<b>Note:</b> Remaining Amount should equal the total of your encumbrances. A manual encumbrance is not a balanced journal entry transaction thus an amount will appear in the Remaining Amount field in the transaction window. This entry reserves the appropriation and does not record on the general ledger. After the transaction is approved and posted it will appear as an encumbrance in the allotment status and the budget status.

ORACLE® JD EDWARDS ENTERPRISEONE

HUNT, ETHAN [JPY900] Sign Out

Enter/Adjust Manual Encumbrances - Journal Entry

OK Delete Cancel Form Row Tools

Batch Number 1993505 ☐ Model ☐ Percent ☐ Reverse

Doc Type/No/Co   10000 G/L Date 12/24/2009



Explanation \* TRAINING EXAMPLE Ledger Type PB

Records 1 - 2 Customize Grid


<input type="checkbox"/>	Account Number *	Amount	Account Description	Subledger Type	Subledger	Subledger Description	Remark
<input type="checkbox"/>	65025009.471100	150.00	SALE OF SERVICES				

Remaining Amount 150.00

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Step	Action
21.	Click the <b>OK</b> button. 
22.	Record the batch number.
23.	Click the <b>Cancel</b> button. 

# Training Guide Entering/Adjusting Manual Encumbrances

Step	Action
24.	Click the <b>Close</b> button. 
25.	Notify the individual in your Pre-audit/Post group that the encumbrance is ready to be APPROVED and POSTED!  You have successfully completed this lesson. <b>End of Procedure.</b>

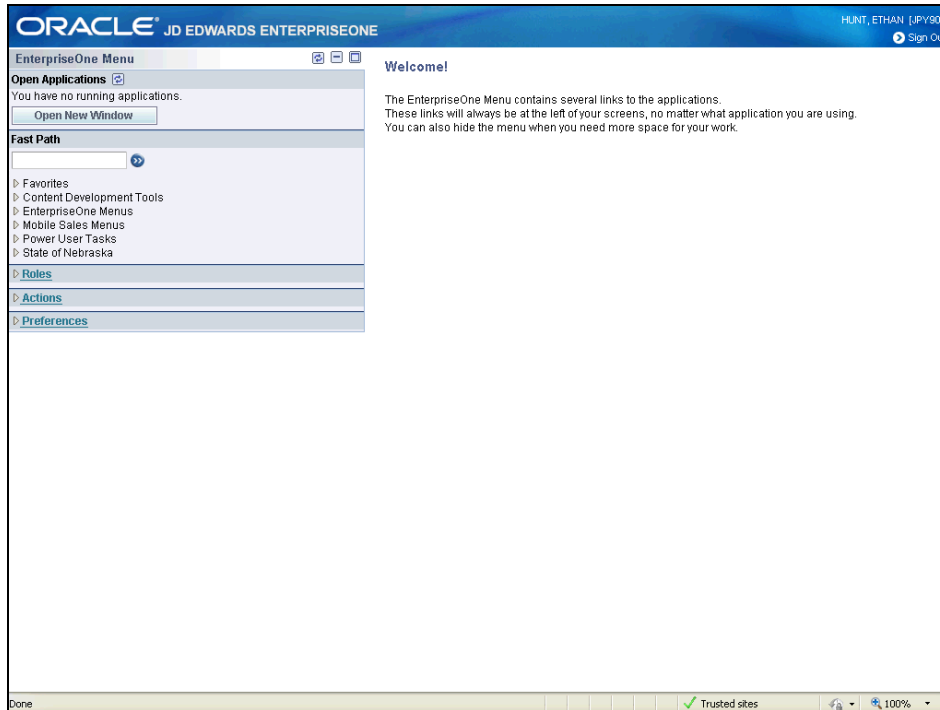
## Review/Approve/Post Manual Encumbrances Lesson Procedure

In this lesson you will learn how to review/approve/post manual encumbrances.





# Training Guide

## Entering/Adjusting Manual Encumbrances



Step	Action
1.	Click the <b>State of Nebraska</b> link. <u>State of Nebraska</u>
2.	Click the <b>Budget</b> link. <u>Budget</u>
3.	Click the <b>Enter/Adjust Manual Encumbrances</b> link. <u>Enter/Adjust Manual Encumbrances</u>
4.	Click the <b>Manual Encumbrances Review/Approve/Post</b> link. <u>Manual Encumbrances Review/Approve/Post</u>

# Training Guide Entering/Adjusting Manual Encumbrances

Step	Action
5.	Click in the <b>Batch Number / Type</b> field. <div> <input type="text"/> </div>
6.	Enter the batch number into the <b>Batch Number / Type</b> field.
7.	Note: In the <b>QBE</b> line, enter " <b>G</b> " in the <b>Ledger Type</b> and your user logon in the <b>User ID</b> fields to narrow the search for the classroom.
8.	Click the <b>Find</b> button. <div>  </div>
9.	Choose the Document Type row desired by clicking the check box next to it. <div> <input type="checkbox"/> </div>
10.	Click the <b>Row</b> button. <div>  </div>
11.	Click the <b>Batch Approval</b> menu. <div> <input type="text"/> Batch Approval         </div>

# Training Guide

## Entering/Adjusting Manual Encumbrances

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Manual Encumbrances Review/Approve/Post - Batch Approval



OK Cancel Form Tools

Batch Number/Type 1993505 G

☐ Approved - Batch is ready to post

☒ Pending - Batch is not ready to post

Done Trusted sites 100%

Step	Action
12.	Click the <b>Approved - Batch is ready to post</b> option. 
13.	Click the <b>OK</b> button. 

# Training Guide

## Entering/Adjusting Manual Encumbrances

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Manual Encumbrances Review/Approve/Post - Work With Batches

Select Find Close Form Row Tools



Batch Number / Type 1993505 G GENERAL ACCOUNTING

☒ Unposted Batches ☐ Posted Batches ☐ All Batches ☐ Pending

Records 1 - 1 Customize Grid

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
<input checked="" type="checkbox"/> G	1993505	12/24/2009	A	APPROVED ...	1-	150.00-	NISBSVIK

Done Trusted sites 100%

Step	Action
14.	Click the <b>Row</b> button. 
15.	Click the <b>Post by Batch</b> menu. 

# Training Guide

## Entering/Adjusting Manual Encumbrances

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced


Printer Name: GGPL/ONEWORLD\_A

Printer Location: HERE

Printer Model: LASER

Number of Copies: 1 Range: 1 - 9999

Done Trusted sites 100%

Step	Action
16.	Click the <b>OK</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Manual Encumbrances Review/Approve/Post - Work With Batches

Select Find Close Form Row Tools


Batch Number / Type: 1993505 G GENERAL ACCOUNTING

Unposted Batches Posted Batches All Batches Pending

Records 1 - 1 Customize Grid

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
G	1993505	12/24/2009	A	APPROVED	1	150.00	NISBSVIK

Done Trusted sites 100%

Step	Action
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>